Corporate Secretary
Aspen Center for Physics
Purpose and Objectives

- Help new Corporate Secretary understand responsibilities of position and ACP needs
Primary Responsibilities

- Attend/accept relevant training content

- Comply with federal, state and ACP policies and regulations governing sponsored programs

  OMB Circulars (old A-122, A-110, A-133)  
  (new “UG”)

  ACP Policy Manual
Primary Responsibilities

- Review the Notice of Grant Award

  NSF

  DOE

  Simons
Primary Responsibilities – ACP Policy

- Identify the need for the development/revision of Policy/Procedure
- Initiate the development/revision of Policy
- Review, validate and comment on draft Policy
- Review, validate and comment on draft Procedure
- Implement ACP policies related to grants and contracts
- Participate in Policy draft formulation
- Participate in Procedure draft formulation
- Finalize and disseminate new/revised Policy
- Finalize and disseminate new/revised Procedure

Revisions are maintained in a notebook at CP and are voted on by the Board at a Board meeting the following summer.
Primary Responsibilities – ACP Policy

- Additional Policies that we could/should? Add
- * Board Attendance Policy
- * Nondiscrimination Policy
- * Expense Reimbursement Policy - not Travel
- * Financial Reserve Policy
- * Social Media Policy (not now per SM Committee)
- * Privacy Policy
- * Grievance Policy and Procedure
Primary Responsibilities—Regulations

- Serve as resources on knowledge of federal and other sponsor regulations
- Review, interpret and disseminate policies from Federal and non-Federal funding and regulatory agencies
- Monitor federal compliance requirements for changes relevant to ACP
- Periodically review current practices to identify research compliance risks
- Disseminate compliance information to the ACP community

Link to 2CFR 200 - PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
http://www.ecfr.gov/cgi-bin/text-idx?SID=704835d27377e5f5213a51c149de40cab&node=2:1.1.2.2.1&rgn=div5#2:1.1.2.2.1.6.51.23.8

SIMONS:
Primary Responsibilities-Grant Management

- Determine PI eligibility
- Submit all institutional proposals or delegate someone in his/her stead to submit*
- Accept the agreement on behalf of ACP
- Sign as the Institutional Official on behalf of ACP assuring institutional oversight
- Review and agree to proposal or application terms and conditions, as well as agency rules and regulations
- Provide institutional endorsement to the sponsor for requests for administrative or programmatic changes initiated by the PI
- Negotiate, approve, and notify the PI of changes in the project terms and conditions as resources on knowledge of federal and other sponsor regulations
- Maintain records of proposal submissions
Primary Responsibilities – Training for General Research Administration and Support

- Monitor compliance requirements and training effectiveness and ensure training is modified as necessary
- Identify the need for and initiate the development of new training content
- Review new training content
Secondary Responsibilities – Someone else is responsible, but in a pinch you may need to:

- Negotiate and approve of changes in the project budget and/or scope
- Verify completion of training by new personnel
- Verify completion of training on new content by current personnel
- Provide proposal forms and application materials
You should be informed.....

- Arrange training for new personnel
- Arrange training on new content for current personnel
Current Grant Schedule

- NSF grant – grant year ends Sept. 30
- DOE grant – submitted by June 30
- Simon’s grant – Treasurer is serving as PI and will take care of the Annual Report due in October
Grant Proposal Jobs – 1 of 4

- **PI:** Responsible for identifying funding opportunities, preparing technical proposals, assembling the full proposal, and ensuring that the proposal is finalized by the internal ACP timeline.

- **Co-PI:** Responsible for identifying funding opportunities, preparing technical proposals, assembling the full proposal, and ensuring that the proposal is finalized by the internal ACP timeline.

- **Administrative Vice President:** Responsible for communicating the required training for the proposal development committee, ensuring and documenting that the committee members have received the required training, providing proposal forms and application materials, and assisting with implementing the sponsor’s electronic grant processing systems, such as Fastlane.

- **Finance Manager:** Responsible for providing help as needed to the Treasurer/Proposal Committee on the preparation of budgets and other forms.
Grant Proposal Jobs – 2 of 4

- **Treasurer:** Responsible for preparing the proposal budget and budget justification commensurate with the sponsor’s and ACP’s policies, verifying that budget items are in accordance with the government circulars governing allowable costs, identifying and evaluating issues related to program income, determining the appropriate indirect cost rate if applicable, and confirming that matching funds and cost sharing if applicable are documented and approved.

- **Corporate Secretary:** Responsible for coordinating individual proposals, submitting all institutional proposals or delegating someone in his/her stead to submit, keeping abreast of grant submission procedures and websites, maintaining records of proposal submissions, determining PI eligibility, reviewing and agreeing to the proposal or application terms and conditions as well as agency rules and regulations, and signing as the institutional official on behalf of ACP assuring institutional oversight.

- **President:** Responsible for appointing the Proposal Committee, acting as liaison with granting agencies, facilitating proposal development and promoting interaction with ACP, initiating development of the proposal, identifying, approving and appointing PI and co-PIs, and consulting with the Corporate Secretary and the Proposal Committee.
Grant Proposal Jobs – 3 of 4

- **All Officers**: Responsible for identifying funding opportunities, conducting a review of technical proposals relative to scientific merit, resource utilization or other ACP-specific concerns, approving technical proposals, determining matching funds and cost sharing if relevant, approving proposal budgets and justifications, reviewing proposals to ensure that they are consistent with the ACP mission and policies, reviewing proposals to ensure that they commit an appropriate level of ACP resources, overseeing with respect to assurance that budget items are in accordance with government circulars and the cost accounting standards, confirming that the entire proposal meets administrative requirements outlined in the application instructions and approving submission of the proposal to the sponsor.
Grant Proposal Jobs – 4 of 4

- **Proposal Committee:** Responsible for receiving the required training for the proposal development committee, identifying funding opportunities, acting as liaisons with granting agencies and facilitating proposal development and promoting interaction with ACP, initiating development of proposals, preparing technical proposals, presenting technical proposals for review and approval by appropriate external peer-review groups, preparing the proposal budget and justification commensurate with the sponsor’s and ACP’s policies, assembling the full proposal, ensuring the proposal is finalized by the internal ACP timeline, submitting the proposal for internal review, approval and processing,

- **Organizers:** Responsible for submitting required proposal information to the Corporate Secretary in order to fund their own workshops or conferences.
Online Access you should have

- DOE – grants.gov
- NSF – research.gov

Good websites to know:

NSF Policy Manual

Cofar, for information on the new Uniform Grant Manual

Sign up for automatic NSF updates at
http://www.nsf.gov/mynsf/
Grant Mgmt Compliance to Add

- Internal Audit Committee?
- Need a support committee to evaluate winter support, and summer support other than Simons and NSF
- Need a new conflict of interest form and need to get it signed and filed

- August 2014